Softgem for Windows

Version 2.1.12

User Manual

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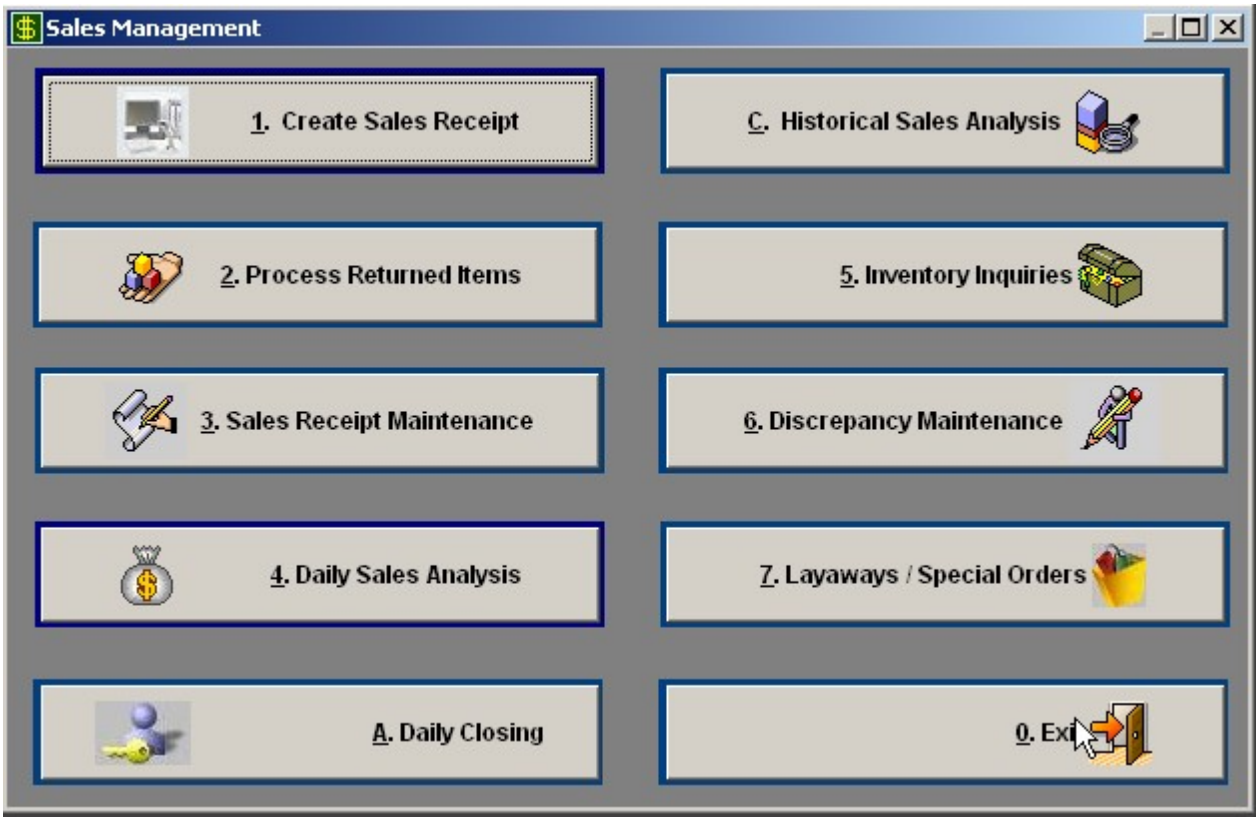
Point of Sale

Point of Sale

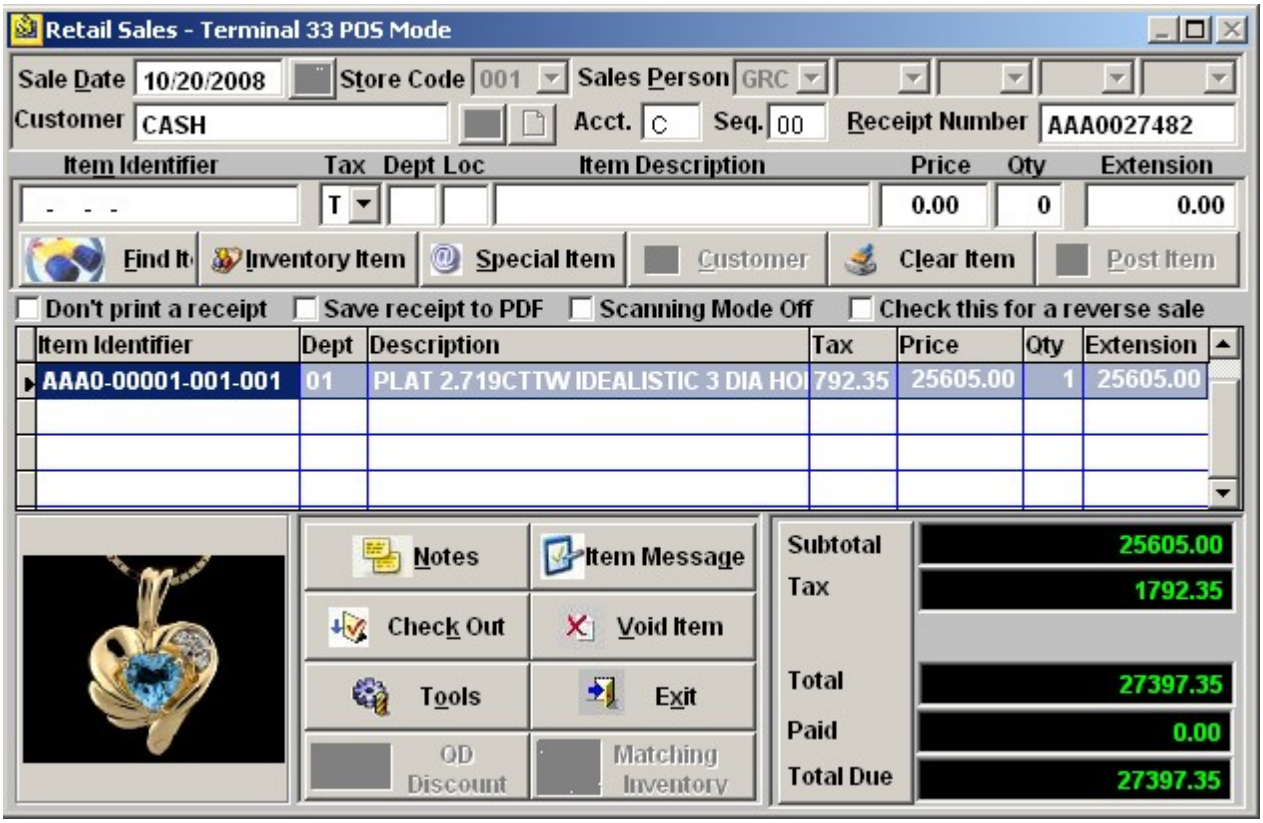
From the main menu of Softgem, click on <Sale Processing>.

Next screen, click on <Create Sales Receipt>

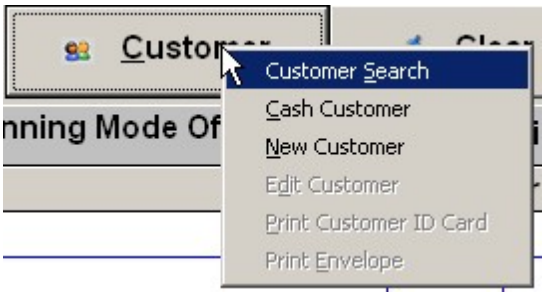


Choose the "Point of Sale" or "Batch Mode" (Batch mode will allow the user to enter receipts with a date prior to today's date.

Once you click the <Go> button, the point of sale screen will display.

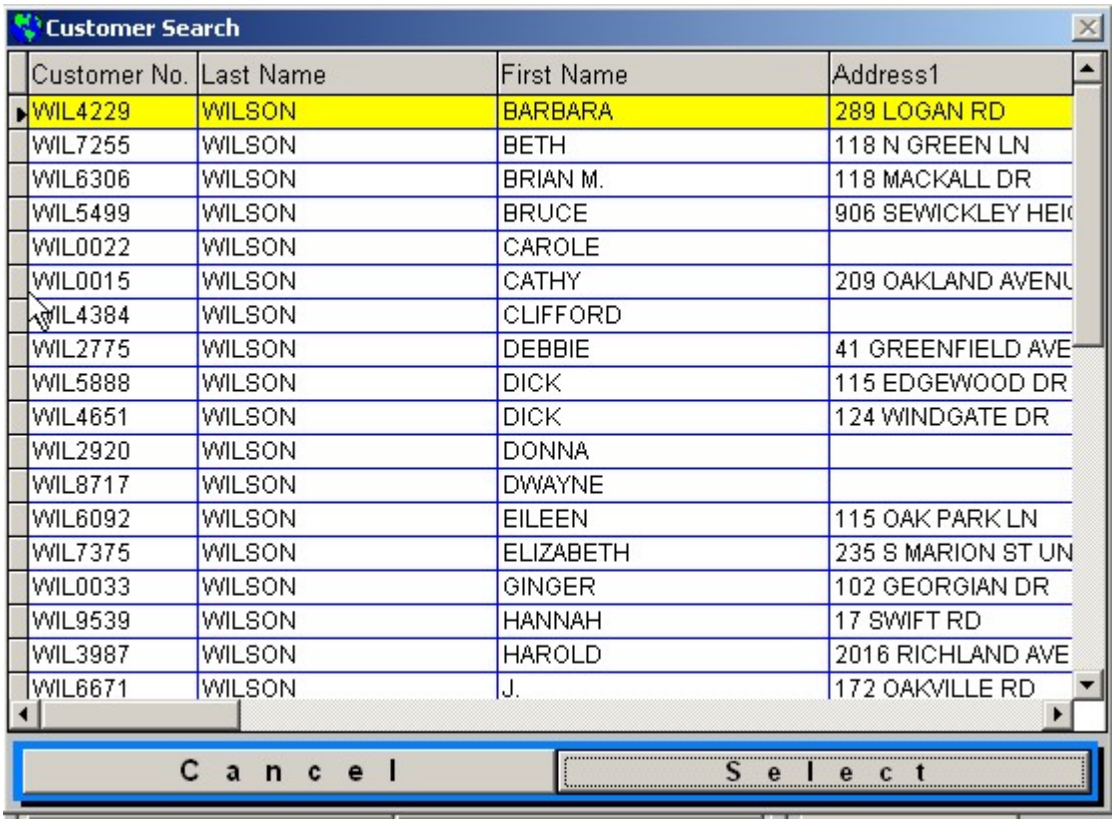


First step in creating a sales receipt is to select the customer (unless it will be a CASH sale).
Click on <Customer> button then choose <Customer Search>



A new screen will show where you can search an existing customer under several options:

Choose your search option and click <Go>.

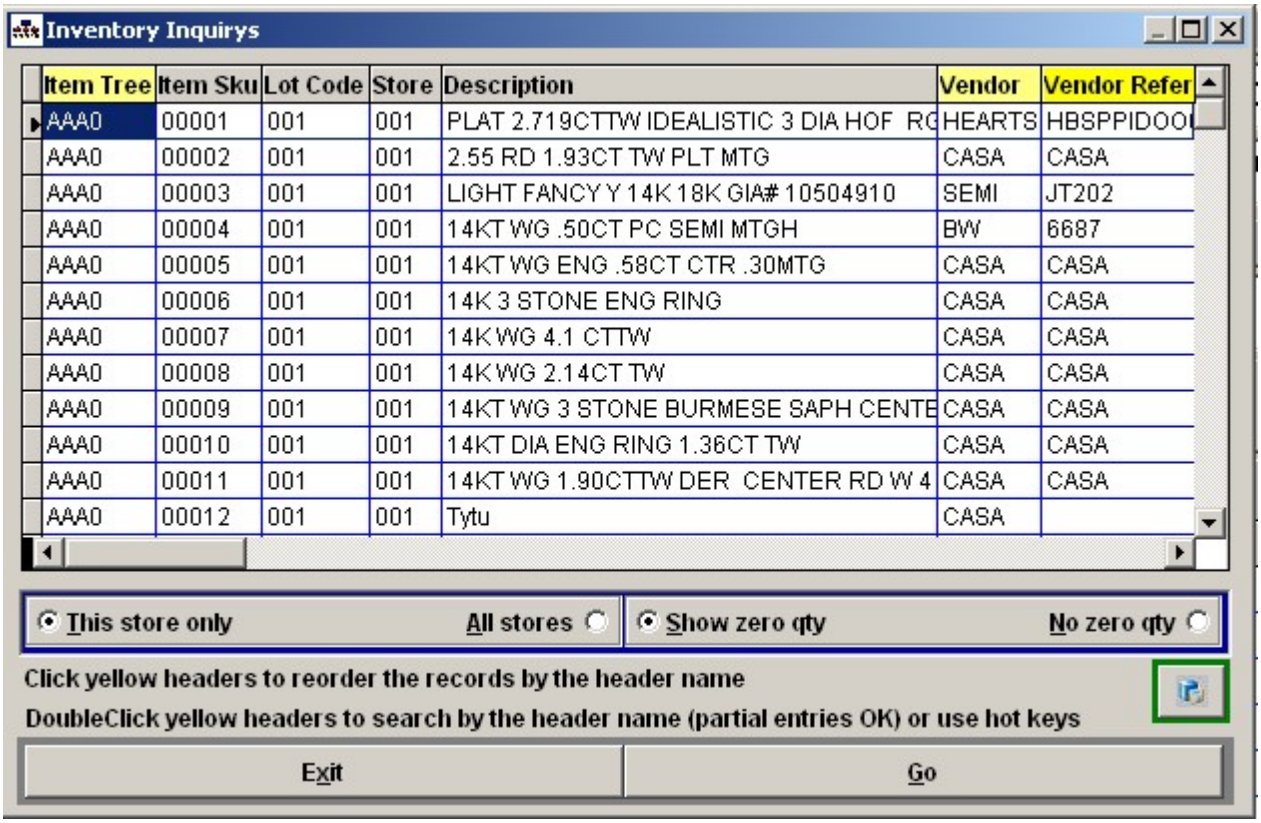

Customer Search
Customer No.
Last Name
First Name
Address1
WIL4229 WILSON BARBARA 289 LOGAN RD
WIL7255 WILSON BETH 118 N GREEN LN
WIL6306 WILSON BRIAN M. 118 MACKALL DR
WIL5499 WILSON BRUCE 906 SEWICKLEY HEI
WIL0022 WILSON CAROLE
WIL0015 WILSON CATHY 209 OAKLAND AVENU
WIL4384 WILSON CLIFFORD
WIL2775 WILSON DEBBIE 41 GREENFIELD AVE
WIL5888 WILSON DICK 115 EDGEWOOD DR
WIL4651 WILSON DICK 124 WINDGATE DR
WIL2920 WILSON DONNA
WIL8717 WILSON DWAYNE
WIL6092 WILSON EILEEN 115 OAK PARK LN
WIL7375 WILSON ELIZABETH 235 S MARION ST UN
WIL0033 WILSON GINGER 102 GEORGIAN DR
WIL9539 WILSON HANNAH 17 SWIFT RD
WIL3987 WILSON HAROLD 2016 RICHLAND AVE
WIL6671 WILSON J. 172 OAKVILLE RD
Cancel
Select

When you found your customer, select it and click <Select>.

Choose the account type and the sequence number and click <Continue>.
Now that we have the customer, we can start selling.
In case you're having your inventory items tagged, just scan the bar code into the item identifier box:

If the inventory item are not tagged, you can search for the desired item by clicking the <Inventory Item> button.

Following screen will pop up, where you can search your item by item code, vendor code, vendor reference.


Inventory Inquirys
Item Tree
Item Sku
Lot Code
Store
Description
Vendor
Vendor Refer
AAA0 00001 001 001 PLAT 2.719CTTW IDEALISTIC 3 DIA HOF RG HEARTS HBSPPIDOO
AAA0 00002 001 001 2.55 RD 1.93CT TW PLT MTG CASA CASA
AAA0 00003 001 001 LIGHT FANCY Y 14K 18K GIA# 10504910 SEMI JT202
AAA0 00004 001 001 14KT WG .50CT PC SEMI MTGH BW 6687
AAA0 00005 001 001 14KT WG ENG .58CT CTR .30MTG CASA CASA
AAA0 00006 001 001 14K 3 STONE ENG RING CASA CASA
AAA0 00007 001 001 14K WG 4.1 CTTW CASA CASA
AAA0 00008 001 001 14K WG 2.14CT TW CASA CASA
AAA0 00009 001 001 14KT WG 3 STONE BURMESE SAPH CENTE CASA CASA
AAA0 00010 001 001 14KT DIA ENG RING 1.36CT TW CASA CASA
AAA0 00011 001 001 14KT WG 1.90CTTW DER CENTER RD W 4 CASA CASA
AAA0 00012 001 001 Tytu CASA
This store only
All stores
Show zero qty
No zero qty
Click yellow headers to reorder the records by the header name
DoubleClick yellow headers to search by the header name (partial entries OK) or use hot keys
Exit
Go

Select the desired item and click <Go>.

Item information will be displayed (such as description, price):

When done, press <Post Item> button.